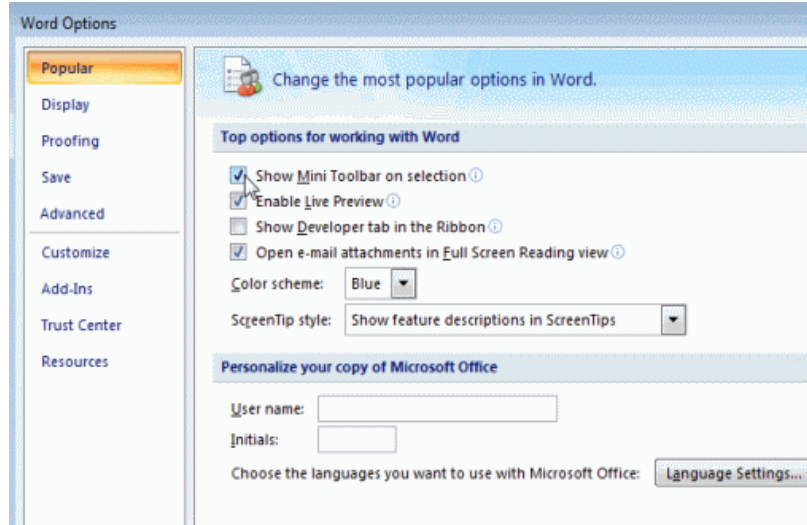


## Disable the Mini Toolbar

From the **Office** button, click the **Word Options** button.



From the **Word Options** dialog box displayed, click **Popular** in the left column.

Deselect the "Show Mini Toolbar on selection" option.

Click **OK** button.

If you want the mini toolbar to reappear again, select the "Show Mini Toolbar on selection" option again from the **Word Options** dialog box.